

25 June 1973

MEMORANDUM FOR: Chief, Records Center

SUBJECT : Amendment for Records Schedule 30-64 -
Records Administration Branch

Please amend the disposition instruction for item 10
"Records Program Workshops" in Records Control Schedule #30-64
of the DDM&S/Records Administration Staff to read:

"Temporary. Retain in current file area until no longer
needed for current activities; transfer to Records Center.
Hold for 5 years, then return to Staff for further review."


Records Management Officer

AT

APPROVE

Date

25 June 1973

Records Administration Branch

CC : to Rec Ctr